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# KING FM 98.1

**Title:** Stewardship Coordinator  
**Department:** Development

## Background

Since 1948 when Dorothy Bullitt founded Seattle's iconic classical music station, Classical KING FM 98.1 has been a major player in the arts and cultural communities of the Pacific Northwest. On May 2, 2011, KING FM transitioned to a non-profit, listener-supported station. This transition enables the station to better serve its 300,000 listeners and achieve our mission to "*further the education and involvement of the audience in Classical Music and thereby advance the appreciation and performance of opera, symphonic music and chamber music*".

KING FM's operating model depends on philanthropic support from the community. To help raise this support, KING FM is seeking a Stewardship Coordinator who can play an integral role as a member of the station's development team.

## Position Description

The Stewardship Coordinator will be part of the development team responsible for the annual giving campaign. This position will be responsible for maintaining KING FM's above industry standard donor retention rates by building and preserving strong donor-station relationships and implementing a robust stewardship and engagement plan.

This position reports to the Membership Director.

Job duties include, but are not limited to:

- Implement membership engagement and stewardship strategy
- Donor experience – ensure donor interactions with the station is a positive experience
- Customer Service – responds to donor inquiries in a timely friendly manner
- Responsible for processing Membership gift acknowledgements, premiums and benefits in a timely manner
- Participates as a full-time member of the fund drive team.
- Performs other related duties as assigned.

## Qualifications/Requirements:

- Bachelor's degree from accredited four-year college or university required
- Experience in public broadcasting, marketing, or communications is ideal, fundraising experience is preferred
- Donor/ Customer service experience is preferred
- Ideal candidate must possess excellent written and verbal communication skills, copy-writing skills are ideal
- Ideal candidate is flexible, creative, proactive, and detail-oriented and has an ability to manage time and multiple priorities
- Excellent computer skills are required. Experience with Excel, Outlook, Word, is required
- Ideal candidate is willing to work some evenings
- Experience with CRM's or other fundraising databases (Raiser's Edge is preferred)
- Some experience with HTML or CMS
- Some experience with volunteer coordination
- An eye for digital and visual design is a bonus
- Crowdfunding experience is a bonus

## Send resume, references and cover letter to:

Human Resources, Classical 98.1, 10 Harrison St, Ste 100, Seattle WA 98109 or email human resources at [sabinak@king.org](mailto:sabinak@king.org)

Date Posted: May 11, 2016

Closing Date: June 1, 2016

**Classical 98.1 is an equal opportunity employer**